



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

PARALEGAL, CONSUMER PROTECTION DIVISION

Provides paralegal support for the Consumer Protection Division. Reports to Deputy Director of Consumer Protection.

Duties:

- Assist in the discovery phase of litigation. Prepare and respond to interrogatories, discovery requests and subpoenas; contact parties and other witnesses to obtain documents and responses to discovery; keep track of due dates, and prepare discovery-related motions.
- Identify, collect and prepare evidentiary materials in support of motions for summary judgment, including affidavits and documentary evidence.
- Perform legal research and assist in trial preparation, as required.
- Provide administrative support to attorneys in the Consumer Protection Division, as needed.
- Answer telephones; prepare correspondence, pleadings, and legal documents for filing in state or federal courts; maintain case files and attorney calendars; and obtain case information upon request from court personnel and opposing counsel.
- Other duties and projects as assigned by the supervising attorney.

Skills:

- Paralegal degree or equivalent work experience.
- Background in either consumer finance or healthcare compliance preferred.
- Strong legal research and writing skills.
- Proficient computer skills required to include, but not limited to, Microsoft Word, Excel, Time Matters, e-discovery software, and various case management tools.
- Good client relations skills, including ability to work with consumers to obtain information in a timely manner.
- Familiarity with civil discovery process, including knowledge of the various forms of discovery and appropriate objections.
- Familiarity with summary judgment process, including admissibility of evidence.
- Strong organizational skills required, including the ability to manage large volume of cases, including monitoring of due dates and prompting of consumers to respond when required.
- Awareness of ethical concerns, including need for confidentiality.